

**313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR**

NAME: \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Dry Cleaning Machine Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Dry Cleaning Machine Operator. (JQR-313).

RECOMMENDED \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Division Officer)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Department Head)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Commanding Officer or Designated Representative)

Date: \_\_\_\_\_

Service Record Entry \_\_\_\_\_

Date: \_\_\_\_\_

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### 313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR (CON'T)

Estimated completion time: 4 weeks

Total points this workstation: 100

#### 313.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

##### 313.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed \_\_\_\_\_ 5 points / 5% of Workstation  
(Qualifier/Date)

111 Laundry / Dry Cleaning Chemicals

Completed \_\_\_\_\_ 5 points / 5% of Workstation  
(Qualifier/Date)

112 Receiving and Issuing

Completed \_\_\_\_\_ 5 points / 5% of Workstation  
(Qualifier/Date)

116 Washer Extractor

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

##### 313.1.2 System From This JQR:

313 Dry Cleaning Machine

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

#### 313.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform this task IAW NAVSUP P487.

##### 313.2.1 Pre-Operational checks.

\_\_\_\_\_  
(Signature) (Date)

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313.2.2 Load the dry cleaning machine.

\_\_\_\_\_  
(Signature) (Date)

313.2.3 Secure outer doors.

\_\_\_\_\_  
(Signature) (Date)

313.2.4 Operate dry cleaning machine.

\_\_\_\_\_  
(Signature) (Date)

313.2.5 Unload dry cleaning machine.

\_\_\_\_\_  
(Signature) (Date)

Completion of 313.2 area comprises 30 points / 30% of workstation.

**313.3 INFREQUENT TASKS**

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Observe or perform this task IAW NAVSUP P-487.

313.3.1 Refill dry cleaning solvent back up holding tank.

\_\_\_\_\_  
(Signature) (Date)

**313.4 ABNORMAL CONDITIONS**

For the abnormal conditions listed below:

- a. What indicators and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the corrective/immediate action for this abnormal condition.

313.4.1 Improper solvent level.

\_\_\_\_\_  
(Signature) (Date)

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313.4.2 Inoperative safety interlock switch.

\_\_\_\_\_  
(Signature) (Date)

313.4.3 Excessive vibration.

\_\_\_\_\_  
(Signature) (Date)

313.4.4 Unusual noise.

\_\_\_\_\_  
(Signature) (Date)

313.4.5 Overload Dry Cleaning machine.

\_\_\_\_\_  
(Signature) (Date)

313.4.6 Excessive solvent odor.

\_\_\_\_\_  
(Signature) (Date)

Completion of 313.4 comprises 15 points / 15% of workstation.

**313.5 EMERGENCIES**

For the emergency conditions listed below:

- a. What indications or alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What other emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the immediate action for this emergency.

313.5.1 Electrical Fire

\_\_\_\_\_  
(Signature) (Date)

313.5.2 Solvent leak and/or spill.

\_\_\_\_\_  
(Signature) (Date)

313.5.3 Loss of ventilation.

\_\_\_\_\_  
(Signature) (Date)

Completion of 313.5 area comprises 10 points / 10% of workstation.

**313     JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR  
(CON'T)**

**313.6    ON THE JOB TRAINING**

Operate and use the dry cleaning machine under qualified supervision.

Normal Operations. (5 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)

Completion of 313.6 area comprises 10 points / 10% of workstation.

**313.7    EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)**

**313.7.1   Examination – Pass a written examination.**

_____	_____
(Signature)	(Date)

**313.7.2   Examination – Pass an oral examination board.**

_____	_____
(Signature)	(Date)